

Job Description

Multi-Lab MLC Manufacturing is seeking an upbeat Receptionist/Accounting person to come in and work part time. We are a manufacturing facility in Spring Lake making laboratory furniture and custom steel parts.

Duties:

Accounts Payable

Accounts Receivable

Working with Paychex on HR

New Hire Documentation

Answering Phones

Reception duties

Filing Orders

Keeping Office Supplies Stocked

Qualifications:

1-2 years experience in a manufacturing office setting preferred

Knowledgeable in Quick-books & Microsoft Office

Positive Attitude

Friendly personality

Organized

Tech Savvy

Monday - Friday

8:00am - 1:00pm

Job Type: Part-time

Salary: \$13.00 to \$15.00 /hour